

Website Management Role Description

Last update 2018

1. As Committee Members change, ensure the Email Redirects are changed:-
 - a. Names list on the Contact Us Page
 - b. Email Redirects: (Control Panel, Settings Icon on Your Email Address, Manage Emails, Settings icon against the email you want to change.)
2. Website pictures: Change pictures occasionally to keep the site fresh, and if the pictures show lapsed members consider changing.
3. Social Calendar:
 - a. Encourage members to add events to the Social Calendar
 - b. Give the current Social Secretary access to the calendar to post social events
4. Forms.
 - a. Make sure all forms are up to date and that the links are functioning.
 - b. Here is the current list of redirects (to change, right click on the form, choose Edit, the redirect email address is at the top of the edit section):-
COTTAGE BOOKING FORM to secretary@mendipcavinggroup.org.uk.
MEMBERSHIP ENQUIRY FORM caving@mendipcavinggroup.org.uk
, Secretary@mendipcavinggroup.org.uk
UPPER FLOOD TRIPS BOOKING FORM
caving@mendipcavinggroup.org.uk
MEMBERS COTTAGE BOOKING FORM
secretary@mendipcavinggroup.org.uk
MEMBERSHIP APPLICATION FORM
secretary@mendipcavinggroup.org.uk, caving@mendipcavinggroup.org.uk
MEMBERSHIP PAYMENT FORM
secretary@mendipcavinggroup.org.uk, treasurer@mendipcavinggroup.org.uk, caving@mendipcavinggroup.org.uk
 - c. Update the Pro Rate MCG & BCA fees list on the Membership Fees page when there are changes
 - d. Update the key fob costs as necessary on:-
Membership Fees list
Membership Payment form
5. Privacy Notices. Make sure these are updated if necessary
6. MCG Log Trips and Digs. Print off write ups monthly and add them to the file in the members lounge before each monthly meet.
7. Committee meeting minutes:- Add these to the website as they are released
8. Latest Newsletter:- Add these to the Newsletter page, currently in Large File and Small File sizes.
9. Members Area Password. Change annually at AGM time when membership changes have taken place.
10. Cottage fees – When cottage fees change update in these places
 - a. Cottage Information page
 - b. Cottage Facilities page
 - c. Membership page